

Indiana Department of Transportation
Checklist for Final Construction Record
for
Site Manager Contracts

Contract No: _____

District: _____

FO = Field Office, DO = District Office, CO = Central Office
(For each item, at each office level, enter "Y", "N" or "NA" unless other wise indicated)

		FO	DO	CO
1.	Pre-construction conference minutes have been entered as a Construction Conference in Site Manager.			
2.	All extra work and force account work has been completed and documented. There are no draft or pending Change Orders.			
3.	All pay item quantities in Site Manager have been reconciled with documented original field measurements and calculations.			
4.	All pay item quantity and material record quantity discrepancies have been resolved. There are no estimate discrepancies.			
5.	The following Key Date entries have been completed in Site Manager as applicable (* indicates entry required for all contracts).			
a.	First Day of Work * (108.03)			
b.	Substantial Completion * (101.59)			
c.	Pre-final Inspection * (105.15)			
d.	Punch List Items Completed * (108.09)			
e.	Sod Maintenance Expired (621.10)			
f.	Sod Repaired (621.10)			
g.	Failed Material Replaced (105.03)			
h.	Final Inspection * (105.15)			
i.	Authorized to Remove Signs (108.09)			
j.	Construction signs and Temporary Traffic Control Devices Removed (108.09)			
k.	Last Day of Work * (105.15)			

		FO	DO	CO
	l. Final Acceptance * (105.15)	NA		
	m. PE/S Contract Review is Complete *			
	n. District Contract Final Review is Complete *	NA		
	o. Central Office Contract Final Review is Complete *	NA	NA	
6.	The following Checklist Event Date entries have been completed in Site Manager as applicable.			
	a. Suspension of Work (104.02)			
	b. Work Resumed (104.02)			
	c. Partial Acceptance (105.15)			
7.	The following Milestone Date entries have been completed in Site Manager as applicable.			
	a. Intermediate Completion Dates (108.08)			
	b. Closure Periods (108.08)			
9.	Pavement as-built data has been entered in Pavement Structural Design Data in Site Manager as applicable.			
10.	The following documents are included with the Final Construction Record as applicable (* indicates document required for all contracts). (Documents may be submitted as either printed documents or as electronic attachments in the Correspondence Log in Site Manager. Indicate printed documents as “P” and electronic attachments as “A”)			
	a. Final Construction Record Index*			
	b. Checklist for Final Construction Record (IC 699)*			
	c. Notice to Proceed*	NA	NA	
	d. Signature Affidavit (IC 113)*			
	e. Project Personnel Record (IC 608) *			
	f. Report of Final Inspection and Recommendation for Acceptance (IC 639) *	NA		
	g. Final Acceptance Letter * (105.15)	NA		

		FO	DO	CO
	h. Completion Date and Liquidated Damages Data (IC 632) *			
	i. Contractor's Inspection of Final Construction Record (M 39)*	NA		
	j. Comparison of Estimates – Original and Final (IC 642)*			
	k. Signed contract proposal book*	NA	NA	
	l. Certification for Category 1 and 2 Temporary Traffic Control Devices			
	m. NCHRP 350 Crash Test Letter of Approval from FHWA			
	n. Approved Pile Driving Chart			
	o. Pile Driving Report (IC 225)			
	p. Buy American Certification (106.01)			
	q. Salvage Construction Material Record (IC 625)			
	r. Asbestos Exclusion Letter (106.11)			
	s. Warranty Bond for Permanent Seeding (621.12)			
	t. Final Description and Elevation of Bench Marks (IC 126)			
	u. Final Report of Overhead Structures (M 232A)			
	v. Traffic Signal Completion Report (IC 636A)			
	w. Agreement to Use Plan Quantity as Basis of Payment (IC 625)			
	x. Railroad Release Letter or Railroad 30 Day Notification Letter			
	y. Property Release (IC 149)			
	z. Authorization to Remove Signs (IC 686)			
	aa. Material Certification Letter	NA		
	bb. DBE Utilization Letter (DBE 3)	NA	NA	
	cc. Field books, original field notes and calculations including electronic data storage devices such as compact disks, etc.			NA

			FO	DO	CO
	dd.	Weigh tickets			NA
	ee.	As-built plans			NA
	ff.	Final cross-sections & earthwork calculations			NA
	gg.	List of items with pay quantities generated using software other than Site Manager			NA
	hh.	Contractor's and subcontractor's payroll reports			NA
11.	All liens against the contractor have been resolved.		NA	NA	
12.	Final Estimate has been generated and approved.		NA	NA	

Remarks (attach additional sheets as needed)

This image shows a single page from a notebook or ledger. It features ten evenly spaced horizontal blue lines across its entire width. The top edge of the page has a small tab-like cutout on the left side. There are no margins, text, or other markings on the page.

PE/S – Submit the Final Construction Record to the District Construction Office and notify the Office that the PE/S final review is complete.

PE/S Name: _____

Signature _____ Date Submitted: _____

District – Submit the Final Construction Record to Central Office Final Review. Notify Central Office that the District final review is complete.

District Final Review Officer's Name _____

Signature _____ Date Submitted _____

Central Office – Complete the Final Construction Record Checklist and attach a copy of the completed checklist to the Correspondence Log in Site Manager.

Central Office Final Review Officer's Name _____

Signature _____ Date Completed _____